



Last Approved 3/1/2024
Next Review 3/1/2025

Owner Stephanie Decker
Document Area SOM-Organizational Documents
Applicability Saint Louis University

Research Planning Committee Charter

Mission Statement/Purpose.

The Research Planning Committee will provide general oversight and advice on a broad range of issues related to the development and support of research in the School of Medicine including:

- A. Review, formulate and recommend policies pertaining to research in the School of Medicine.
- B. Review, monitor and update strategies and metrics of the School's strategic plan in the specific areas of research and graduate education (Ph.D. and M.D./Ph.D. programs).
- C. Review and recommend internal grant proposals, institutional proposals, equipment purchases (equal to or exceeding \$15,000, unless the purchase has been peer reviewed by an outside sponsor and is funded 100% by the outside sponsor) and research cores.
- D. Other tasks as assigned by the Dean.

Membership.

Faculty voting members of the Research Planning Committee are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

There shall be six voting faculty members of the committee comprised of three full time basic science and three full time clinical faculty appointed by the Nomination and Election Committee. Members will be appointed for three-year terms and may be reappointed for an additional three years. At least one year must elapse before eligibility for future membership.

There shall be six voting members appointed *ex-officio* and comprised of the chairs of the three basic science departments and three clinical departments accounting for the largest amount of departmental funding, i.e., total expenditures from extramural sources, over the previous three years. The roster of these *ex-officio* members will be updated every three years.

Ex-officio members without vote shall include the Associate Dean for Clinical Translational Research at

the School of Medicine, Senior Associate Dean for Finance and Strategy for the School of Medicine, Director of the Core Graduate Program in Biomedical Science, the Director of the M.D./Ph.D. Program, Chair of Comparative Medicine, and a representative of the Office of the Vice President for Research.

The School of Medicine Research Planning and Operations Manager shall provide administrative support.

Chair.

The Research Planning Committee will be co-chaired by the Vice Dean for Research and an additional Committee member appointed by the Dean. The Dean-appointed co-chair will serve on a yearly, renewable term for up to three years.

Responsibilities.

The Committee shall provide general guidance toward the sustained growth of research in the School of Medicine (SOM). Specifically, the Committee shall:

Review, Monitor and Update Strategies and Metrics to Achieve Objectives and Goals of SOM Strategic Plan, including:

- Monitor current research activities in basic science and clinical departments and recommend strategies to increase funding.
- Review data from OVPR on research grant applications, expenses, funding from all sources and trends.
- Review data and progress on research operations including graduate programs, CTO and IRB.
- Be a forum for collaboration on strategic recruitment and retention of research faculty in Basic Science and Clinical departments.
- Advise on research faculty support in basic science and clinical departments including mentorship, financial incentives, and competitive compensation.
- Develop strategies to facilitate collaborations to secure multi-PI and Program Project grants.

Review and Recommend Internal Grant Proposals

- Administer SOM President's Research Fund, including the Request for Proposals, selection of grantees, and review of any final reports requested of the grantees.
- Review and recommend grant proposals for SLU internal funding programs from the Basic Science and Clinical departments of the School of Medicine, except for funding programs that are administered within a single department, center, or institute.

Review and Recommend Single Institutional SOM External Funding Proposals

- Review and recommend selective single SLU applications for external funding programs.

Review and Recommend Strategic Equipment Purchases, Technologies, Computational & Data Resources, and Research Cores

- In coordination with departments, implement and administer a tracking mechanism for major

research equipment and status across the Basic Science and Clinical departments.

- Consider major equipment requests and investments in technologies and research cores across the School of Medicine and present prioritized recommendations to the Dean for use of available funds.

Communicate Key Initiatives with Constituents

- Members are expected to solicit ideas from and report to their departments the information that is requested to be shared at the RPC meetings.

Meetings/Procedures.

The Research Planning Committee shall meet monthly from September through May and at any other time deemed appropriate by the Chairpersons.

The School of Medicine Research Planning and Operations Manager along with the Chairpersons prepare the monthly agenda and share it with the committee members a week in advance of the meeting. When there is a call for a vote, there must be at least seven voting members present. The Chairperson states the motion clearly, which is seconded by a voting member and it is passed with a simple majority of voting committee members. The minutes of the meetings are recorded by the School of Medicine Research Planning and Operations Manager. The minutes are posted on the Research Planning Committee website and forwarded to the Dean.

History.

Update to standard standing committee charter template from policy format approved by Research Planning Committee on December 13, 2023.

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	3/1/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	3/1/2024

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